

Our Reference: MCUI/2026/2933
CS Portal Reference: N/A
Contact Officer: Elliott Barber
Contact: (07) 4695 5685
Email: development@tr.qld.gov.au

ACTION NOTICE

*Planning Act 2016 Section 51
Development Assessment Rules Chapter 1, Part 1*

Dung Thi Le
C/- Precinct Urban Planning
PO Box 3038
TOOWOOMBA QLD 4350

Email: james@precinctpan.com.au

21 April 2026

Dear Sir,

Development Application for: Material Change of Use - Impact - Multiple Dwelling (Two (2) x Two (2) Bedroom and One (1) x Four (4) Bedroom Units)
Location: 9 & 1-2/9 Benjamin Street, MOUNT LOFTY QLD 4350
Property Description: Lots 0, 1 and 2 BUP101164

I refer to the abovementioned application received on 7 April 2026. Council is unable to accept your application as properly made, as it does not contain the mandatory information requirements for Council to accept the development application as a properly made application under Section 51 (5) of the *Planning Act 2016*.

Actions Required to Make Application Properly Made

Council cannot accept your application as properly made, as the following matters are outstanding:-

SC6.1 PSP No. 1 - Development Application Requirements -

- SC6.1.3 Mandatory Requirements for Material Change of Use Applications:
 - In accordance with the *Planning Act 2016* Section 51(1)(b)(i), DA Form 1 and SC6.1 PSP No. 1 in the Planning Scheme, all development applications for Material Change of Use assessable against the Planning Scheme must be accompanied by (as relevant to this application):
 - (a) Site plan with dimensions for the development, clearly showing the following:
 - Existing sewer infrastructure traversing the site,
 - Individual units clearly identified with confirmation of its floor plans,
 - Dimension of driveway crossovers and setbacks from existing street trees,
 - All proposed carports, and
 - Waste storage area.
 - (f) Plan/s of existing dwelling house showing the size, location, existing floor area, existing site cover, existing maximum number of storeys and existing maximum height above natural ground level of the buildings to be reused.

The above requirements must be lodged with Council for the application to be further processed. If the above requirements are not received by Council within twenty (20) business days of receipt of this notice, the application is taken to have not been made. If you have any enquiries in relation to this matter please contact Council's Planner, Elliott Barber, on the above number.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Krys den Hertog', with a long horizontal line extending to the right.

Krys den Hertog
Principal Planner, Planning Branch